

**BY ORDER OF THE
COMMANDANT**

AIR FORCE INSTRUCTION 33-129/AFIT SUPPLEMENT 1

24 JANUARY 1997



Communications and Information

TRANSMISSION OF INFORMATION VIA THE INTERNET

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

NOTICE: This publication is available digitally on the AFIT web site at:
<http://sc.afit.af.mil/infomgt/afitpf.htm>. If you lack access, contact your program manager.

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This supplement expands on guidance provided in AFI 33-129, *Transmission of Information Via the Internet*, and applies to all organizations within AFIT.

AFI 33-129, 1 January 1997, is supplemented as follows:

3.1. The Communications and Information Directorate (AFIT/SC) is OPR for development of policy and guidance on using the Internet.

3.2.1. The Directorate of Public Affairs (AFIT/PA) is OPR for release of information to the public.

3.6.3.5. (added) In addition to the established guidance and considering our mission as an educational institution, the following scenarios are provided as additional examples of appropriate use: Exchanging information through non-military fellowships or professional societies, corresponding with past associates to sustain professional military or educational contacts, or reviewing commercial or private Web sites while performing legitimate research activities.

3.6.4. SC is the CSO (C4 Systems Officer) for AFIT.

4.1. SC will serve as AFIT's Web server administrator. SC will work with PA to determine appropriate content and layout of the AFIT home page.

4.2. Each two-letter will appoint at least one page maintainer. For AFIT, a "page maintainer" is the person(s) responsible for maintaining the two-letter's Web site. Keep page maintainers to the

minimum number required to efficiently handle the workload, yet provide centralized oversight for continuity and standardization. Web page authors create their pages and obtain release approval. Page maintainers then post the authors' pages to the Web server.

4.2.1.7. Page maintainers will task information providers to review all Web pages under their jurisdiction at least quarterly and provide updates to outdated/obsolete material/content.

6.3. Submit requests for dial-up service to AFIT/SCX on AFIT Form 10, Communications-Computer Systems Requirements Document (see AFITI 33-103).

7.1. The Public Affairs Directorate (AFIT/PA) is the releasing authority for AFIT. Web sites/pages will be cleared for release through the same process as paper documents.

7.2.1. See AFITI 35-205, Air Force Policy and Security Review Program, for local procedures.

7.3.1. AFIT's Web servers provide the means to post and control limited access information. Contact AFIT/SC for information and procedures.

8.1.1. AFIT's URL is registered with *Air ForceLINK*. Although AFIT's Web server is configured to make it appear as though each two-letter has their own server, registration is not required for home pages other than AFIT's main home page.

8.2.5. SC will provide commonly used graphics in a centrally located directory on the web server. This central repository can be used by all two-letters to provide consistent appearance throughout AFIT's web pages. This does not preclude two-letters from using their own graphics stored within their organization's directories. Contact the Graphics Support Section (AFIT/SCBY) for assistance in developing graphics/artwork or copyright release information (ref AFITI 33-107, Graphics Support).

10.1. SC is AFIT's Designated Approval Authority (DAA). See AFITI 33-104, Communications-Computer Security, for local guidance and procedures.

11.1.2.3. The WPAFB BNCC (Base Network Control Center) provides information protection mechanisms at base level. In addition, AFIT/SC provides security controls for AFITNET.

11.1.8 (added) See AFITI 33-104, Communications-Computer Security, for local procedures on computer security and virus protection requirements.

12.5. (added) Place Web page identification fields at the bottom of each standard Web page. In addition, place a "Last Updated" field after the author's email address. This field will be used to determine when contents might be outdated. Exception: For large publications (such as a course catalog) that are composed of many Web pages, an "as of" date on the main or index page is acceptable.

13. Each two-letter's page maintainer must ensure appropriate warning banners are displayed. Warning banners must appear on AFIT's and each two-letter's main home page, but are optional

for lower level Web pages. These warning banners must not be embedded (linked) and must be within the initial display screen of each organization's home page.

14. SC will ensure all new Web servers are registered with GILS (Government Information Locator Service).

JOHN H. RUSSELL, Colonel, USAF
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